



**CORRECTIONAL BUSINESS MANAGER I,
DEPARTMENT OF CORRECTIONS
CORRECTIONAL BUSINESS MANAGER II,
DEPARTMENT OF CORRECTIONS
Final Filing Date: APRIL 13, 2006**

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (including Prison Industry Authority)

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation **OR** must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: **or** **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Selection Services Section **Selection Services Section**
P.O. Box 942883 **1515 "S" Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95814**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

If you meet the entrance requirements for **Correctional Business Manager I, Department of Corrections and Correctional Business Manager II, Department of Corrections**, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **April 13, 2006** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **JUNE/JULY 2006**.

SALARY RANGE(S) As of: **March 23, 2006**

Correctional Business Manager I, Department of Corrections
\$5312 - \$6409

Correctional Business Manager II, Department of Corrections
\$6458 - \$7118

MINIMUM QUALIFICATIONS **Correctional Business Manager I, Department of Corrections**

Either I

One year of experience in the California Department of Corrections in an institutional business services setting performing supervisory duties in a class comparable to Senior Accounting Officer (Supervisor). **or**

One year of experience in the California state service performing the duties of a Business Manager I in an institutional setting. **or**

Two years of experience in the California state service performing duties in a class at a level of responsibility equivalent to Senior Accounting Officer (Supervisor) involving responsibility in major business or administrative services function.

Or II

Experience: Three years of experience in managing the business services of a 24-hour facility, such as a correctional institution, hospital, or resident school, or assisting in managing such activities in a large facility. [Experience in the California state service applied toward this requirement must involve performance of duties equivalent in level of responsibility to Senior Accounting Officer (Supervisor).] **or**

MINIMUM
QUALIFICATIONS
(CONTINUED)

Three years of experience in managing the business services of a school or special district or a local governmental jurisdiction such as a city or county. [Experience in the California state service applied toward this requirement must involve performance of duties equivalent in level of responsibility to Senior Accounting Officer (Supervisor).]

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Correctional Business Manager II, Department of Corrections

Either I

One year of experience in the California Department of Corrections in an institutional business services setting performing the duties of a Business Manager II; Correctional Business Manager I, Department of Corrections; Correctional Plant Manager II, Department of Corrections; or Correctional Food Manager II, Department of Corrections. or

Two years of experience in the California Department of Corrections in an institutional business services setting performing the duties of a Correctional Plant Manager I, Department of Corrections; Correctional Food Manager I, Department of Corrections; or Fire Chief (Correctional Facility). or

Two years of experience in the California state service in a class at a level of responsibility comparable to Staff Services Manager II, performing duties involving responsibility in a major business or administrative services function. or

Three years of experience in the California state service in a class at a level of responsibility equivalent to Staff Services Manager I, performing duties involving responsibility in a major business or administrative services function.

Or II

Experience: Four years of increasingly responsible administrative or management experience which has included substantial participation in policy development or program direction in business management in a 24-hour facility, such as a large correctional institution, hospital, or resident school. (Experience in the California state service applied toward this requirement must be in a class at least equivalent in level to Staff Services Manager I.) or

Four years of increasingly responsible administrative or management experience managing the business services of a school or special district or a local governmental jurisdiction, such as a city or county. (Experience in the California state service applied toward this requirement must be in a class at least equivalent in level to Staff Services Manager I.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Both Classifications

Special Personal Characteristics: Leadership ability; tact; emotional maturity and stability; and objective understanding of the problems of correctional institution inmates.

Special Physical Characteristics: Persons appointed to positions in this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.

Assignments include sole responsibility for the supervision of inmates and/or protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Both Classifications

- A. Knowledge of:**
1. Principles of public and business administration
 2. Principles, practices, and problems involved in managing the business services of a correctional facility of average complexity, including budgeting and accounting, data processing, contract management, personnel, health and safety, labor relations, food preparation and service, procurement, and supply and warehousing operations
 3. Fire protection and security services, equipment repair and replacement, including garage operations

- EXAMINATION PLAN
(CONTINUED)
4. Clothing issue, replacement, and linen exchange operations

5. Inmate hobby and canteen operations

6. Principles, practices and techniques of personnel management, employee supervision, and training

7. Principles of budget preparation and control

8. Principles of accounting

9. A manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development, and promotion and for maintaining a work environment which is free of discrimination and harassment

- B. Ability to:
1. Effectively apply the principles of public and business administration and budgeting, accounting, contract management, personnel management, and supervision

2. Plan, direct, organize, manage, and integrate maintenance and operation of the business services functions with other institutional programs in a correctional facility of average complexity

3. Anticipate needs and estimate requirements for materials, supplies, and equipment necessary to effectively maintain the physical facility, maintain adequate support for institutional staff, and serve the inmate population

4. Secure and maintain the respect and cooperation of institution staff, officials, and inmates

5. Effectively respond to situations involving control of inmates and/or the protection of personal and real property

6. Reason logically and creatively and use a variety of analytical and managerial techniques to resolve complex problems

7. Analyze situations accurately

8. Develop and evaluate alternatives and adopt an effective course of action

9. Analyze data and present ideas and information effectively both orally and in writing

10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

Additional Knowledge and Abilities for Correctional Business Manager II, Department of Corrections

- A. Knowledge of:
10. Principles, practices, and techniques involved in the business management of a large, complex correctional institution

11. Maintenance, operation, repair, sanitation, hazardous materials management, and renovation of existing correctional facilities

12. Design of proposed construction projects

13. Preparation of proposals for equipment requests, major and minor capitol outlay, and special repair/maintenance projects
- B. Ability to:
11. Effectively, plan, direct, organize, manage, and integrate maintenance and operation of the business services function with other institutional programs in a large, complex correctional facility

ELIGIBLE LIST INFORMATION

A separate departmental promotional eligible list will be established for each classification listed above to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A **Correctional Business Manager I, Department of Corrections**, under direction, typically supervises a minimum of 50 civil service staff and 50 inmate staff; as a second level manager in the Business Services Program in facilities of average complexity, supervises and has full management responsibility for a combination of traditional staff services and operational institutional business services functions; plans, organizes, directs, and evaluates subordinate staff; represents the institution on assigned issues; meets with inmates on business services matters; confers with other institutional and headquarters management staff on business management policies, procedures, and associated issues; prepares related correspondence and reports and does other related work.

A **Correctional Business Manager II, Department of Corrections**, under direction, as a second-level manager in the Business Services Program in the most complex facilities incumbents have supervisory responsibility for a minimum of 100 civil service staff and a minimum of 300 inmate staff; plans, organizes, directs, and evaluates staff engaged in Fire/Safety Services, sanitation, hazardous materials management, maintenance, operation, repair and construction of the physical plant, Inmate Hobby and Food Preparation and Service. Staff assigned in these areas represent approximately 2/3 of the total business services staff, and the great majority of inmate staff assigned to the business services functions. Responsibilities are primarily related to the operation of the facility itself, therefore issues are more sensitive and complex as these services are provided within the institution security area and are subject to inmate control/disciplinary actions taken in response to disturbances and other inmate custody issues and does other related work. The traditional staff services functions in these facilities (Personnel, Fiscal, Procurement, Accounting, and Information Systems) typically report to a Business Manager II.

Position(s) exist for both classifications at various institutions throughout the state with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

SPECIAL
REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered below) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability for employment in these classifications.

(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or

(2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or

(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitation, Selection Services Section, at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS